



2014

MICHIGAN INVASIVE SPECIES GRANT PROGRAM HANDBOOK

MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the state's natural and cultural resources for current and future generations."

NATURAL RESOURCES COMMISSION STATEMENT

The Natural Resources Commission, as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the Michigan DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

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If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202.

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing MI 48909-7925.

This publication is available in alternative formats upon request.

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SCHEDULE FOR MICHIGAN INVASIVE SPECIES GRANT PROGRAM

Request for Proposals Begins.....October 22, 2014

Electronic Submission of Grant Application DueDecember 5, 2014

Applications Approved for Funding Announced by Director.....by February 15, 2015

Project Period Begins.....Upon execution of grant

Project Schedule.....Follows work plan in “Appendix A” of Project Agreement

Interim Progress Reports Due.....by October 31 and April 30 through Project Period

Project Period Ends.....October 30, 2016

Final Project Report Due.....by December 30, 2016

INTRODUCTION

The Michigan Invasive Species Grant Program (MISGP) will begin October 2014 and will operate each year that the state legislature appropriates funding. A minimum of \$3.6 million and up to \$5 million will be available for the 2014 grant cycle. The purpose of the MISGP is to provide funding and technical assistance to prevent, detect, eradicate, and control terrestrial and aquatic invasive species. Administration of MISGP is through the Michigan Department of Natural Resources (DNR) working collaboratively with the Departments of Environmental Quality (DEQ) and Agriculture and Rural Development (DARD).

GRANT PROGRAM ELIGIBILITY AND REQUIREMENTS

Eligible Grant Applicants

Local, federal, or tribal units of government, nonprofit organizations, and universities may apply for a Michigan Invasive Species Grant for work to be conducted in Michigan. Projects that are collaborative in nature will receive higher scoring than for individual agencies or organizations. State agencies may serve as collaborators on project submissions but may not be a recipient of grant funds.

Grant Limits, Match Requirement, and Timeframe

The minimum grant amount is \$25,000. The maximum grant amount is not limited but will be determined by total funds available in a given year.

The applicant must commit to provide at least 10 percent of the total project cost in the form of local match. The local match may be in the following forms: cash; donations of materials, equipment or services; or the grantee's force account labor, equipment, or materials.

Applicants with more than 10% match will receive additional points in the scoring process.

Project duration may be from 1 to 2 years, with significant progress expected during the first year of the grant.

Program Goals

This program is designed to address strategic issues of prevention, detection, eradication, and control for both terrestrial and aquatic invasive species in Michigan. The main objectives of the MISGP are to:

- ❖ Prevent new introductions of invasive species through outreach and education.
- ❖ Monitor for new invasive species as well as expansions of current invasive species.
- ❖ Respond and conduct eradication efforts to new findings and range expansions.
- ❖ Manage and control key colonized species in a strategic manner.

Program Areas of Focus

Six focus areas are outlined below for the 2014 grant program. These areas were determined to be the priorities for beginning the statewide strategic investment in invasive species management and control. Focus Area 1 is intended to provide regional capacity to manage invasive species through collaborative approaches while focus areas 2-6 are statewide in nature on a specific topic. It is expected that projects will only be applicable to one focus area, but applicants may submit separate projects under more than one focus area if there is interest. Projects that demonstrate the greatest strategic advantage and technical merit will receive the highest scores. The intent of the program is to fund the proposals that will provide the strongest outcomes for invasive species in the state. As such, a focus area may not be funded if there is a lack of interested applicants or strength in proposals.

Focus Area 1. Regional Cooperative Prevention, Detection, Eradication, and Control

The project goal for this focus area is to support regional management and control efforts through Cooperative Invasive Species Management Areas (CISMAs) (Appendix A) and other collaborative invasive species groups for priority terrestrial and aquatic invasive species. Priority will be given to proposals that are strategic in scope (targeting outlying populations, containing large source infestations, working across jurisdictional boundaries, determining extent of infestations, participating in statewide programs like Clean Boat Clean Waters and Michigan Clean Water Corps Exotic Plant Watch, etc.). Additionally, projects should include a monitoring or

detection element, preferably using common or established techniques, to identify new locations of invasive species. Ideal projects will demonstrate how success will be achieved including follow-up treatments and monitoring. Outreach and education about prevention, detection and control of invasive species should be a critical component of the project. Priority actions/species are listed for each of four regions of the state:

While all invasive species are considered through this focus area, in certain areas of the state, specific species have a focus for detection, eradication, and control. Species of specific interest include the following:

- **Southern Lower Peninsula:** develop CISMAs or other collaborative invasive species groups in areas where needed, phragmites, black and pale swallow-wort, Japanese and giant knotweed, European frogbit, flowering rush, Chinese yam
- **Northern Lower Peninsula:** phragmites, black and pale swallow-wort, Japanese and giant knotweed, baby's breath, flowering rush, European frogbit
- **Eastern Upper Peninsula:** phragmites, European frogbit, Japanese and giant knotweed, garlic mustard
- **Western Upper Peninsula:** phragmites, Japanese and giant knotweed, garlic mustard

In addition, Michigan's watchlist of aquatic plants and animals is available at:
www.michigan.gov/aquaticinvasives or www.michigan.gov/invasivespecies.

Focus Area 2. Integrated and novel approaches towards treating Eurasian water milfoil and other aquatic invasive plant species in Michigan lakes and waterways

The goal of projects in this focus area is to work towards implementing and evaluating strategic approaches towards eradicating or controlling Eurasian water milfoil and other aquatic invasive plants through integrated management approaches. Projects must demonstrate the ability to evaluate results and provide for future management and guidance towards strategic effective and efficient management of Eurasian water milfoil and other aquatic invasive plants throughout Michigan's lakes and waterways. Ideal projects will include multiple lakes that span both ecological attributes and risk of invasive species transfer.

Focus Area 3. Reduction of forest disease incidence and transfer

The goal for projects in this area is to work to reduce or eliminate oak wilt disease from private lands in entire geographic areas (townships, counties, multi-county regions of the state) in conjunction with activities of state and federal landowners. Projects must demonstrate the ability to identify, positively confirm, establish, and monitor efficacy of oak wilt treatments on target wilt oak wilt epicenters. Priority will be given to (1) outliers (only known infection in a geographic area), (2) limited infestations in a geographic area that support state or federal control operations on adjacent properties that show significant progress in making a block of land clear of oak wilt, (3) infestations that threaten high value timber or recreation or areas of ecologic significance that can be eliminated from a geographic area (as described above) by successful treatment of adjacent private, state, and federal property.

Focus Area 4. Prevention of new forest invaders

The intended outcome of this focus area is to equip a broad range of targeted audiences (e.g. arborists, landscapers, consulting and municipal foresters, manufacturing, etc.) and the general public with identification skills to detect and report Asian longhorned beetle and other forest pests early before impacts are widespread. Project applicants must demonstrate in-depth knowledge of Asian longhorned beetle biology and messaging regarding other priority forest invasive species issues in Michigan. Proposals should provide details on development of communication message(s), target audiences, modes of communication, and evaluation of message effectiveness.

Focus Area 5. Enhancing public reporting, species identification, and documentation of treatment histories for aquatic and terrestrial invasive species in Michigan

The project goal for this focus area is to provide an easy to navigate, publicly available web interface for reporting findings of both terrestrial and aquatic invasive species throughout Michigan. Ideal projects will include the opportunity for online training for invasive species identification and the ability for the public and

agencies to download data and maps regarding invasive species occurrences throughout the state. A module to document histories of treatment is highly desired. Only one project will be selected for funding in this category.

Focus Area 6. Other projects

Projects that are not a matter of the topic focus areas but pertain to implementing aspects of other plans such as Michigan's Aquatic Invasive Species State Management Plan (Appendix B) will be considered through this granting program but priority scoring will be given to projects that meet the needs of Focus Areas 1-5. Projects submitted in this category should clearly demonstrate an exceptional need as prioritized through planning efforts. Examples of plans are listed in Appendix B.

Eligible Costs

Only those costs directly associated with completing the project and incurred during the project period are eligible for reimbursement. Categories of eligible costs include:

- ❖ Salaries/wages (including fringe benefits) for paid labor costs
- ❖ Mileage for compensated workers when using personal vehicle for project travel (max. \$.56/mile)
- ❖ Donated services/volunteer labor (credited at minimum wage)
- ❖ Onsite group meals for volunteer laborers
- ❖ Materials (purchased or donated)
- ❖ Contractual services (competitive bid at \$10,000 or more)
- ❖ Engineering and design (no more than 15% of project cost)
- ❖ Equipment (purchased, donated, or rented). Purchased equipment may not exceed \$2,499 per expenditure
- ❖ Fuel costs for equipment used during project construction (if MDOT Schedule "C" Rates are not used or cost is not included in rental agreement)
- ❖ Program recognition signs
- ❖ Permit application fees for permits required for the project. Contact regulatory agencies well in advance of applying for a grant to determine "permit-ability" of the proposed project and to avoid delays if the project is funded
- ❖ Indirect/overhead costs by both applicant and contractors within the project (no more than 10% of the total project cost)

Ineligible Projects

The following types of projects are not eligible:

- ❖ Land acquisition or the acquisition of rights for the land
- ❖ Projects located outside of Michigan
- ❖ Routine maintenance activities and operational costs

Ineligible Costs

For all projects, the following items are ineligible for reimbursement with grant funds or as part of the local match contribution:

- ❖ Costs incurred outside of the project period specified in the project agreement or amendment
- ❖ Routine maintenance and operation
- ❖ Salaries/wages not directly related to the project
- ❖ Meals, lodging, salary, conference fees and speaker fees for compensated workers
- ❖ Lodging or mileage for volunteer laborers
- ❖ Equipment costing greater than \$2,499 per unit
- ❖ Indirect/overhead greater than 10% of total project cost

APPLICATION PROCESS

Application Due Date

Applications must be submitted electronically to: MISGPapplication@michigan.gov by 11:59 p.m. December 5, 2014. Late applications will not be considered for funding.

Application Forms

Grant applications must be submitted on a current DNR form for the MISGP. Forms may be downloaded from the Michigan DNR website at www.michigan.gov/dnr-grants or at www.michigan.gov/invasivespecies. If submitting more than one project for funding consideration, complete a separate application form and include all required information for each project. Please, provide a “priority” ranking for multiple applications from the same organization.

Application Assistance

Applicants may seek assistance from DNR staff (Appendix C) in preparing their application. Applicants should be able to prepare an application without the cost of professional consulting services.

INSTRUCTIONS FOR COMPLETING APPLICATION (PR5757)

Assembling the information needed to submit a complete application package takes time—it is important to start the process as early as possible.

CONTENT REQUIRED FOR ALL APPLICATION PACKETS:

- ☐ **Michigan Invasive Species Grant Application Form (PR5757)**
- ☐ **Application Narrative**
- ☐ **Project location map**
- ☐ **Documentation of local match sources** (ie: monetary commitment letters, donation commitment letters, grant award letters, etc.)
- ☐ **Correspondence regarding regulatory permitting issues**, if applicable (must be provided if project is selected for funding)
- ☐ **Support letters from land owners, lake associations, etc.** (optional but included in scoring)

Note: If work to be done is located on property not owned by applicant, please see “Payment of Grant Funds” section of this handbook for proof of landowner authorization requirements

Focus Area for Consideration: Please select one Focus Area category for the application.

Part I General Information

1. Applicant Information:

- Select type of organization that is applying for the grant.
- The Authorized Representative is a person who represents the applicant, is able to answer questions regarding the application, and will oversee project administration if a grant is awarded.
- The Federal Employer Identification Number is required and allows the DNR to make grant payments to the Grantee. Please provide the employer ID number for the applicant organization.
- **Please note:** The grantee must be registered in the State's vendor system to receive funds. All grant funds will be paid by Electronic Funds Transfer (EFT). Once registered, it is up to the vendor to maintain the information on the site, including the accurate Federal ID number, vendor name, bank account information, address, etc. To either register for the first time or update an account, please visit www.michigan.gov/budget and access the Contract and Payment Express site (on the lower left side of the screen).

2. Project Title:

- Provide a short title for the project to be done

3. Brief Description of Proposal:

- Provide a short overview of the project and what will be accomplished upon completion

4. Project Narrative (**This narrative is critical to the evaluation and scoring of your application**).

- This section is important for the DNR's evaluation and scoring of the project. Be sure to relate the proposed project to the overall objectives of the MISGP focus areas and relevant planning and management documents such as those listed in Appendix A. Include the following categories in the narrative:
 - Project Need: provide background on the rationale for the project including area and species selected and any treatment history for the projects
 - Project Goals and Objectives

- Detailed methods for achieving the objectives
- Project Benefit: provide the specific anticipated outcomes and outputs (e.g number of acres treated, number of surveys conducted for detection, increased awareness by X stakeholders, etc.)
- Participating partners and collaborators with defined roles and description of experience (1 page resumes can be attached)

5. Project Location (s):

- Provide information requested on the application and attach map(s) and other graphic information in clear, legible, detailed and appropriately labeled and formatted to **8.5 inch by 11 inch** size. . DNR Staff use these materials to help find and evaluate your site and application if necessary

6. Estimated Project Cost:

- Total project cost is the total estimated amount it will take to complete the project. This amount should equal the total of grant amount requested plus local match

7. Source of local match:

- General Funds is the amount of cash the applicant commits to provide toward the project
- Cash Donations from others is the amount of cash that someone, other than the applicant, commits to provide toward the project. A commitment letter signed by the donor must be provided for this amount with the application packet
- Value of Donated Material & Labor from others is the total estimated value of donated materials and/or labor that someone, other than the applicant, commits to provide toward the project. Commitment letters must be provided for this amount with the application packet. (note: labor must be valued at minimum wage)
- Other is the expenses incurred by the applicant for force account labor, materials and/or equipment or other grants awarded for the same scope of work by another entity. A commitment/award letter must be provided with the application packet for other grants awarded

Part II: Estimated Project Costs

1. Scope Items:

- List the total cost of each Project Scope Item; these are the basic elements of the project. Be sure that scope items are listed the same way (have the same name) and that budget figures are consistent throughout the grant application
- Planning and engineering is not to exceed 15% of the total project costs as stated in the Subtotal column
- Total Estimated Project Cost should be the same amount as the Total Project Cost in Part 1, #7

2. Itemized Budget:

- The Itemized Budget provides the detailed costs for the project. Itemize the costs of each scope item and separate the costs into major budget categories (personnel costs, material and equipment, contractual items, and "other"). Refer to the Example Budget shown below
- For equipment owned by applicant, an estimate of the cost for its operation can be obtained from the Michigan Department of Transportation (MDOT) Equipment Rental Rates, Schedule C, Report 375 booklet for the year in which the equipment was used. Booklets can be obtained from the MDOT Maintenance Division by calling 517-322-3303 (TTY/TDD: 711 Michigan Relay Center) or writing to them at 6333 Old Lansing Road, Lansing, MI 48917, http://www.michigan.gov/documents/mdot/Equipment_Rental_Rates_2014_441996_7.pdf
- Volunteer labor should not be valued greater than minimum wage unless a professional is performing work in their field of expertise (for example, a heavy equipment operator operating heavy equipment). Donated materials should be valued at their current market value and supported by quotes or other verification. If a grant is awarded, the methods of valuing donations are subject to DNR review and approval prior to the donations being approved

3. Budget narrative: please add additional information regarding need and intent for items that are not clearly described (e.g. detail on materials and supplies, need for equipment purchases, details on contract costs that are not clearly identified in budget)

An example of a budget is shown below.

PLEASE ROUND ALL NUMBERS TO THE NEAREST \$100

Example Budget

BUDGET CATEGORY					Total Project Cost
A. PERSONNEL COSTS:					
SALARIES/WAGES					
(# of workers x rate per hour x total hours)					
10	x	10	x	200	
TRAVEL (# of miles x current state rate/mile)					
5000	x	current state rate /mile			\$1600
PERSONNEL COSTS SUBTOTAL					\$21,600
B. MATERIAL & EQUIPMENT:					
(List each piece of equipment, rate/hour, material and cost/quantity)					
	Equipment		Rate/Hour		
	Backhoe (200 hrs)		\$100		
	Truck (100 hrs)		\$ 65		
	Qty	Material	Cost		
	500	Herbicide	\$10/gal		
MATERIAL & EQUIPMENT SUBTOTAL					\$31,500
C. CONTRACTUAL ITEMS: (List by Bid Item)					
Vibratory plow and operator					\$2,000
CONTRACTUAL SUBTOTAL					\$2,000
D. OTHER:					
MDEQ permit application fees					\$500
OTHER SUBTOTAL					\$500
TOTAL ESTIMATED PROJECT COST					\$55,600

Part III: Work Plan

The Work Plan should reflect a tentative schedule for the completion of the project. Indicate the estimated amount of work that will be accomplished in each quarter (3-month period) of the grant year(s). This information will also serve as the basis for the grant payment schedule if the project is approved for funding. Projects should be completed within the scheduled timeframe. If the project is likely to require additional time to complete, provide an explanation in this section of the application.

Part IV: Certification:

A person authorized to represent the agency or organization applying for a grant must sign here. Be sure to clearly print or type the person's full name and title.

APPLICATION REVIEW PROCESS

Grant Scoring Criteria

The DNR reviews all grant applications and determines their eligibility. For eligible project proposals, DNR in collaboration with DEQ and DARD will score applications using the following scoring criteria which reflect the goals and objectives of the program.

SCORING SUMMARY	MAXIMUM SCORE
1. PROJECT PURPOSE AND SCOPE	100
2. PROJECT MANAGEMENT AND LIKELIHOOD OF SUCCESS	100
3. THEME AREA FOCUS (ONLY 1 OF THE 6 CATEGORIES WILL BE USED TO SCORE THE PROJECT)	100
TOTAL MAXIMUM SCORE	300

1. PROJECT PURPOSE AND SCOPE - (100 MAXIMUM SCORE)	MAXIMUM SCORE
<p>Does the proposed project directly address specific invasive species prevention, detection, eradication, or control objectives outlined in local, regional, state, tribal, or federal agency plan(s)?</p> <ul style="list-style-type: none"> 15 = Proposed project outcomes are strongly linked to two or more plans. 8 = Proposed project outcomes are linked to a single plan. 0 = Proposed project is not linked to any plan. 	15
<p>Will the project result in large ecological benefits with regional and/or statewide implications?</p> <ul style="list-style-type: none"> 25 = Proposed project outcomes will clearly result in statewide benefits. 13 = Proposed project has regional implications only. 0 = Proposed project is local in application or only addresses a single lake. 	25
<p>Does the project focus on priority species for prevention, detection, eradication or control and management?</p> <ul style="list-style-type: none"> 15 = Proposed project focuses on multiple species for prevention, detection, eradication and control. 8 = Proposed project focuses on 4 or fewer species for only one or more categories of prevention, detection, eradication or control. 0 = Proposed project focuses on 2 or fewer species for only one category of prevention, detection, eradication or control. 	15
<p>Does the proposed project include or complement other management efforts including watershed management, native vegetation protection and restoration, forest resiliency, and other actions that help control invasive species or resist future colonization?</p> <ul style="list-style-type: none"> 20 = Proposed project leverages outcomes and objectives with other management efforts throughout the entire scope of the project. 10 = Proposed project leverages outcomes and objectives with limited other management efforts through a narrow scope of the project. 0 = Proposed project does not leverages outcomes and objectives with any other management efforts. 	20

<p>Is there a demonstrated level of community support and commitment, including past efforts to prevent or control invasive species and opportunity to provide specific ecological and community benefits?</p> <ul style="list-style-type: none"> 15 = Level of community support is clearly documented through past efforts and current letters of support. 8 = Level of community support is somewhat documented through past efforts OR current letters of support. 0 = Level of community support is not documented through past efforts nor does the application contain any letters of support. 	15
<p>Is there a diverse collaborative workgroup identified to lead and implement the project?</p> <ul style="list-style-type: none"> 10 = A diverse collaborative workgroup representing the local and regional interests is identified to lead the project. 5 = The workgroup is limited to a few partners narrowly focused in scope. 0 = Only a single entity is conducting the work or is identified as the project workgroup. 	10
TOTAL SECTION MAXIMUM SCORE	100

2. PROJECT MANAGEMENT AND LIKELIHOOD OF SUCCESS – (100 MAXIMUM SCORE)	MAXIMUM SCORE
<p>Are the proposed project goals and objectives clearly stated, with appropriate and effective methods to address the issue with a high likelihood of success?</p> <ul style="list-style-type: none"> 20 = The proposed project has clearly stated project goals and objectives and methods are appropriate to achieve the objectives. 10 = The proposed project has identified goals and objectives but the methods are not completely described. 0 = The proposed project lacks clear goals and objectives and methods are not described. 	20
<p>Are the methods proven effective or unique and innovative? Will the results advance the state of knowledge or approaches to prevention, detection, eradication, and control regarding invasive species management?</p> <ul style="list-style-type: none"> 20 = Methods are well established and referenced as the most contemporary approaches to addressing the issues OR the methods are innovative and outcomes may advance the knowledge of invasive species prevention, detection, eradication and control. 10 = Methods are well described and are generally accepted as proven. 0 = The methods are not well described and are questionable in efficacy. 	15
<p>Do the project costs provide exceptional value for proposed work and level of match exceeds the minimum 10% match?</p> <ul style="list-style-type: none"> 15 = Applicant has > 50% matching funds 13 = Applicant has 40 – 49% matching funds 11 = Applicant has 30 – 39% matching funds 9 = Applicant has 20 – 29% matching funds 7 = Applicant has 11 – 19% matching funds 	15
<p>Does the applicant demonstrate extensive experience with data management and reporting?</p> <ul style="list-style-type: none"> 10 = The applicant has a history of exemplary data management and reporting. 5 = The applicant has some experience with data management and reporting. 0 = The applicant has no history with data management and reporting. 	10

<p>Does the project provide for the opportunity for outreach and education with an opportunity to quantify the number of people reached?</p> <ul style="list-style-type: none"> • 10 = The applicant has described a process for outreach and education throughout the duration of the project with the ability to enumerate the number of contacts. • 5 = The applicant has described a process for outreach and education throughout the duration of the project but has not identified contact enumeration. • 0 = The applicant has not describe a process for outreach or education or has only vaguely addressed the issue. 	10
<p>Is proposed timeline consistent with anticipated time needed to apply and receive all necessary federal, state, and/or local permits and landowner approvals?</p> <ul style="list-style-type: none"> • 5 = Yes, the timeline appears achievable. • 0 = No, the timeline does not appear achievable. 	5
<p>Does the project team have the collective experience, education and capacity to lead the proposed project to a successful outcome?</p> <ul style="list-style-type: none"> • 10 = The team has documented their experience, education, and capacity to lead the project successfully. • 5 = The team has some experience in leading projects regarding invasive species management. • 0 = The project team has no experience in leading projects regarding invasive species management. 	10
Is the project likely to result in successful long-term control or eradication?	15
TOTAL SECTION MAXIMUM SCORE	100

3. SPECIFIC FOCUS AREA (FA) PROJECT ATTRIBUTES (ONLY 1 SPECIFIC AREA SCORED PER PROJECT- 100 MAXIMUM SCORE)	MAXIMUM SCORE
<u>FA1. Regional Cooperative Prevention, Detection, Eradication and Control</u>	
<p>Is there a strong demonstration of a formal collaborative partnership or working arrangement focusing on invasive species management that will persist beyond the granting period?</p> <ul style="list-style-type: none"> • 15 = Collaborative partnerships are well established with formal working agreements regarding invasive species management. • 8 = Collaborative partnerships are well established with formal working agreements outside the area of invasive species management. • 0 = No collaborative agreements exist for the project partners. 	15
<p>Will the project outcome increase capacity for a formal invasive species collaborative partnership in areas where none exist? (Appendix B)</p> <ul style="list-style-type: none"> • 15 = Yes, the project will result in new collaborative efforts that recognize standing invasive species collaborative partnerships. • 0 = No, the project will not result in additional invasive species partnerships. 	10
<p>Does the proposed project include a plan for monitoring the control activities' long-term success?</p> <ul style="list-style-type: none"> • 15 = Monitoring beyond the project end date is clearly articulated. • 8 = Limited monitoring is planned beyond the project end date. • 0 = No monitoring is planned beyond the project end date. 	15

<p>Does the proposed project include a structured and quantifiable effort for detection of new species and range expansions?</p> <ul style="list-style-type: none"> • 20 = The project describes a method for invasive species detection and range expansion within project areas and throughout a specified region. • 10 = The project proposal describes a method for invasive species detection and range expansion only within project areas. • 0 = No plan for detection is included in the project proposal. 	20
<p>Does the project include a strategic process for identifying priority actions?</p> <ul style="list-style-type: none"> • 20 = A strategic process is clearly articulated to guide priority actions. • 10 = No strategy is described, but priority actions are clearly articulated. • 0 = Neither a strategy or priority actions are mentioned. 	20
<p>Does the project address both terrestrial and aquatic species?</p> <ul style="list-style-type: none"> • 20 = the project addresses multiple terrestrial and aquatic species. • 10 = the project addresses primarily terrestrial OR aquatic species. • 0 = the project addresses a single terrestrial OR aquatic species. 	20
TOTAL FOCUS AREA MAXIMUM SCORE	100
<u>FA2. Integrated and novel approaches towards treating Eurasian water milfoil and other aquatic invasive plant species in Michigan lakes and waterways</u>	
<p>Does the proposed project use integrated approaches to address Eurasian water milfoil and other aquatic invasive plant species?</p> <ul style="list-style-type: none"> • 25 = the project proposal uses an integrated approach with several methods to strategically control or limit aquatic invasive plants. • 13 = the project proposal uses more than one method to control or limit aquatic invasive plants but the approach to integration is unclear. • 0 = the project proposal uses a single approach to control or limit aquatic invasive plants. 	25
<p>Have applicants have used a risk based approach to developing an evaluative design and demonstrate knowledge of existing state of science on aquatic plant management?</p> <ul style="list-style-type: none"> • 25 = Applicants have articulated a risk based approach to the study design and demonstrate contemporary knowledge of aquatic plant treatment. • 0 = No risk based approach is used and approaches proposed are dated without innovation. 	25
<p>Does the proposed project bring together a variety of stakeholders (e.g. aquatic management industry, lake associations, etc.) to address evaluation and management objectives?</p> <ul style="list-style-type: none"> • 25 = Applicants propose to bring together a diverse group of stakeholders for project implementation. • 0 = Proposal provides no large collaborative effort with a diversity of stakeholders. 	25
<p>Does the proposed project advance invasive aquatic plant management beyond maintenance level control and moves forward effective and efficient control that enhances sustainable, stable, native communities or project improves knowledge of basic biology of invasive aquatic plants that leads to enhanced management?</p> <ul style="list-style-type: none"> • 25 = Proposed project has promise to advance the level of knowledge and ability to treat aquatic invasive plants throughout Michigan. • 0 = Proposal provides no innovation for future management of aquatic invasive plant species. 	25
TOTAL FOCUS AREA MAXIMUM SCORE	100

FA3. <u>Reduction of disease incidence and transfer in forests</u>	
<p>Does the proposal identify the problem definitively (knows and uses nationally accepted protocols for identification and confirmation of oak wilt) and provides documentation that confirms identification for the proposed project area?</p> <ul style="list-style-type: none"> • 25 = The proposal has uses widely accepted protocols for disease identification and provides confirmation for the proposed project area. • 0 = The mentions no use of protocols and fails to provide confirmation for the project area. 	25
<p>Does the applicant demonstrate in-depth knowledge of oak problems caused by the invasive species that is causing the problem and their solutions?</p> <ul style="list-style-type: none"> • 25 = The applicant has extensive history and experience in treating oak wilt and other pathogens and managing the vectors for transmission. • 13 = The applicant has limited experience in treating oak wilt and other pathogens and managing the vectors for transmission. • 0 = The applicant has no experience in treating oak wilt and other pathogens or in managing the vectors for transmission. 	25
<p>Does the proposal demonstrate the applicant's ability to work with the public on forest invasive species issues?</p> <ul style="list-style-type: none"> • 25 = The applicant demonstrates extensive experience in working with the public on forest health issues. • 13 = The applicant demonstrates limited experience in working with the public on forest health issues. • 0 = The applicant demonstrates no experience in working with the public on forest health issues. 	25
<p>Will the proposal lead to eradication of oak wilt from a geographic range (i.e. township, county, etc)?</p> <ul style="list-style-type: none"> • 25 = The project upon completion will lead to eradication within a geographic range. • 0 = The proposal will fail to lead to eradication within a geographic range. 	25
TOTAL FOCUS AREA MAXIMUM SCORE	100

FA4. <u>Outreach, Education, and Detection of Forest Pests</u>	
<p>Does the proposal have depth and range of the message conveyed to include consideration of general species information, identification / confirmation methods and reporting?</p> <ul style="list-style-type: none"> • 25 = The applicant has described specific approaches to describing the potential threat, messaging, and reporting. • 13 = The applicant has described limited approaches to to describing the potential threat, messaging, and reporting. • 0 = The applicant has no experience in invasive species messaging. 	25
<p>Does the proposed project make use of multiple approaches to distributing messaging and information with measures of effectiveness?</p> <ul style="list-style-type: none"> • 25 = Proposal clearly documents a multi-media approach to messaging, combined with measures of effectiveness. • 13 = Proposal used limited multi-media approaches with limited measures of effectiveness. • 0 = Proposal fails to document the use of a multi-media approach with no measure of effectiveness. 	25

<p>Does the applicant identify strategic approaches to identifying target audiences and conveying specialized information?</p> <ul style="list-style-type: none"> • 25 = The proposed survey project has a solid strategy for identifying target audiences and tailoring educational message. • 0 = The proposed survey project provides no strategy for identifying target audiences and tailoring educational message.. 	25
<p>Does the proposal demonstrate the applicant's ability to work with the public on forest invasive species issues?</p> <ul style="list-style-type: none"> • 25 = The applicant demonstrates extensive experience in working with the public on forest health issues. • 13 = The applicant demonstrates limited experience in working with the public on forest health issues. • 0 = The applicant demonstrates limited experience in working with the public on forest health issues. 	25
TOTAL FOCUS AREA MAXIMUM SCORE	100

FA5. <u>Enhancing public reporting, species identification, and documentation of treatment histories for aquatic and terrestrial invasive species in Michigan</u>	
<p>Do the applicants provide a demonstrated ability to provide the public access to report invasive species?</p> <ul style="list-style-type: none"> • 20 = The applicants have a demonstrated history of providing the public access for reporting on invasive species issues. • 10= The applicants have a limited history of providing the public a means for reporting on any topic. • 0 = The applicants have no history in developing a website for public reporting. 	20
<p>Does the proposed project provide high quality training resources for identification of aquatic and terrestrial invasive species?</p> <ul style="list-style-type: none"> • 20 = The applicants have a demonstrated history of developing and providing web-based training and identification. • 0 = The applicants have no history in providing web-based training and identification. 	20
<p>Does the product provide a high degree of accessibility to the public?</p> <ul style="list-style-type: none"> • 20 = The proposed project will be highly accessible to the public and include the ability to download information and data. • 0 = The proposed project will provide only limited accessibility to the public with no ability to download information and data. 	20
<p>Will the project utilize new technology and provide technical support to users?</p> <ul style="list-style-type: none"> • 20 = The applicants have a demonstrated history of using contemporary technology and providing user support. • 10= The applicants propose using dated technology and will not provide user support. 	20
<p>Does the proposed project provide a forum for reporting treatment histories for both aquatic and terrestrial locations?</p> <ul style="list-style-type: none"> • 20 = The proposed project provides the ability to input treatment histories for locations specified by the user. • 0 = The proposed project has no ability to provide a treatment history module. 	20
TOTAL FOCUS AREA MAXIMUM SCORE	100

FA6. <u>Other Project Category</u>	
<p>Is the project closely tied to a specific recommendation or outcome in a regional or state management plan?</p> <ul style="list-style-type: none"> • 25 = Proposed project clearly articulates a project specific to a regional or state management plan. • 0 = The proposal fails to link to a regional or state management plan. 	25
<p>Will the project produce exceptional results that will significantly advance invasive species management statewide?</p> <ul style="list-style-type: none"> • 25 = The proposed project has the capacity to significantly advance invasive species management statewide. • 0 = The proposal provides no exceptional benefits to statewide management. 	25
<p>Does the project address an urgent need that is not addressed through the focus areas?</p> <ul style="list-style-type: none"> • 25 = The proposal addresses an urgent need and this urgency is clearly articulated. • 0 = No urgency exists for the proposed project. 	25
<p>Does the project provide exceptional value for investment with the stated outcome?</p> <ul style="list-style-type: none"> • 25 = The project provides more than a 50% match and will result in statewide implications for invasive species management. • 0 = The project provides no more than 10% match and has limited geographic outcomes. 	25
TOTAL FOCUS AREA MAXIMUM SCORE	100

Ineligible Applications

Ineligible applications are those which are submitted after the due date or those that provide insufficient match. Applications not submitted on the proper form, or are incomplete may also be considered ineligible for funding assistance.

Application Review Process

Applications will be scored by a select group of DNR, DEQ, and DARD technical staff. Applications will be ranked based on their final scores and projects will be recommended for funding based on a combination of scoring criteria, project type, and geographic location, dependent upon funds available for the program. The list of the projects recommended for funding will be reviewed by the Invasive Species Steering Committee (DNR, DEQ, DARD Division Chiefs and other lead staff) and presented to the DNR, DEQ, and DARD Directors for approval. Following approval, all applicants will receive notification of the outcome.

SPECIAL NOTES

Grant projects must comply with all applicable natural resource and environmental protection laws, state and local building codes, and state and federal barrier-free requirements, including the Americans with Disabilities Act (ADA) of 1990.

Grantees are responsible for obtaining all necessary local, state and federal permits for the completion of projects approved for funding through the MISGP. Contact regulatory agencies well in advance of applying for a grant to determine “permit-ability” of the proposed project and to avoid delays if the project is funded. Apply for permits prior to any anticipated construction, management, or control activities. This can be done upon DNR grant award notification for the project or as otherwise directed by the DNR or DEQ. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

Local regulatory agencies may include:

- ❖ County Health Department
- ❖ County Road Commission
- ❖ County Drain Commissioner
- ❖ Local Zoning Administrator
- ❖ Building Inspector

State agencies may include:

- ❖ State Historic Preservation Office (MSHDA) (www.michigan.gov/mshda)
- ❖ Michigan Department of Environmental Quality (www.michigan.gov/deq)
- ❖ Michigan Department of Natural Resources (www.michigan.gov/dnr)
- ❖ Michigan Department of Community Health (www.michigan.gov/mdch)
- ❖ Michigan Department of Transportation (www.michigan.gov/mdot)
- ❖ Michigan Department of Agriculture and Rural Development (www.michigan.gov/mda)

Federal agencies may include:

- ❖ U.S. Department of the Army, Corp of Engineers (www.lre.usace.army.mil)
- ❖ U.S. Environmental Protection Agency (www.epa.gov)
- ❖ U.S. Department of Interior, Fish and Wildlife Service (www.fws.gov)
- ❖ U.S. Department of Agriculture, Forest Service (www.fs.fed.us)
- ❖ U.S. Geological Survey (www.usgs.gov)

PROJECT RECOMMENDATION AND PREPARATION

Once the grant selection process is complete, all applicants will be notified in writing of the outcome. Grantees whose projects are selected for funding will need to be in regular contact with their assigned state agency liaison.

PROJECT AGREEMENTS

After the selection process, the next step is to enter into a project agreement for the grant funding. The project agreement is prepared by the DNR and includes the following key provisions:

- Grantee authorized representative for the project.
- DNR MISGP Program Manager and DNR technical staff liaison for the project.
- Project period; beginning and ending dates for completion of the project.
- Requirement that the project be completed as specified in the grant application.
- Indication of the grant amount and local match contributing to the project.
- Obligations of the grantee to complete and maintain the project.

Project agreements must be signed by the grantee and returned to the DNR within sixty (60) days of the date of issue or the grant may be cancelled by the DNR. During this 60-day time period, the grantee is required to review the work plan and project budget to be sure they are current and correct. **If changes need to be made to the work plan and/or budget based on the amount of funding received, contact the MISGP Program Manager prior to signing the project agreement.**

PROJECT CHANGES AND EXTENSIONS

Any changes to the project, including changes to the work plan or budget, such as adding or deleting scope items or extending the project completion time period, require prior review and approval by the DNR. Grantees should make requests in writing to the DNR MISGP Program Manager. Significant changes, including all project completion extensions, will require a written amendment to the project agreement.

PROGRESS REPORTING

Each October 31 and April 30 of the project period, a progress report of activities and accomplishments must be submitted to the DNR. The following must be included in the report:

1. A narrative of the tasks completed to date and a reporting on the timeline. Any difficulties in meeting the timeline stated in the work plan should be discussed.
2. Documentation as relevant to the specific grant of:
 - a. the number of people reached for outreach and education and the venue for such activities,
 - b. the number of early detections of invasive species,
 - c. the number of responses to early detections
 - d. the amount of acreage treated for management and control.
3. Before and After photos of treated areas.

CONTRACTING AND PROCUREMENT REQUIREMENTS

Purchase of materials and contracting for labor with an estimated cost of \$10,000 or more is required to be advertised and competitively bid. The contract must be awarded to the lowest qualified bidder. For purchases and contracts between \$2,500 and \$10,000, a minimum of three written quotes must be solicited, and award must be made to the source that submitted the lowest qualified quote.

Upon DNR review of your plans, specifications and bid documents, the contract is advertised (if force account or volunteer labor is not being used) or solicitation for quotes begins. Once the bids have been opened, in most situations they cannot be altered, nor can negotiations take place; however, there are times when bids

are received that are much higher than anticipated. There are a number of options that you can pursue in this situation. These options include:

1. Alter the plans and/or specifications (see Section 4 below) and either re-advertise for bids or issue a post-bid addendum to all bidders.
2. Divide the contract into smaller contracts and re-advertise for bids. Remember that no more contracts than the number of scope items are generally allowed.
3. If you have sufficient time left in your project period, wait until market conditions are more favorable and re-advertise the bid.
4. If the bids are based on unit pricing, determine the low bidder following alteration of the plans and/or specifications (see Section 4 below). Using this method to manipulate the bid with the goal of awarding the contract to a specific bidder is unacceptable and will not be approved.

The DNR must concur with your choice of contractor/vendor when the contract/purchase exceeds \$2,499. The award must go to the lowest bidder. Use the Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) found in Appendix D. Submit a copy of the bid tabulation with the Notification of Contractor Selection form.

If you have reason to reject the lowest bid, you must submit your written justification with the *Notification of Contractor/Vendor Selection and Bid Tabulation Approval* form and receive written concurrence from the DNR prior to awarding a contract.

At times, you may receive a very low number of bids or fewer than three quotes. In this situation, you should re-bid the contract or solicit more quotes. If you believe there are circumstances that will prevent you from receiving better results, submit with the *Notification of Contractor/Vendor Selection and Bid Tabulation Approval* form written justification for awarding the contract, including a description of the efforts you took to advertise for bids or solicit quotes. You must receive concurrence from the DNR prior to awarding a contract.

PERMITS

The grantee is solely responsible for obtaining all necessary local, state and federal permits for the completion of the project, including any natural resource and environmental protection permits. Refer to the “Special Notes” in the previous section of this handbook for a list of possible agencies to contact. This list is not meant to be comprehensive and other agencies may need to be contacted depending on the nature of the project. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

Proof of compliance with applicable natural resource and environmental protection laws will be required as part of the final project report submitted to the DNR. Compliance issues noted must be remedied by the grantee before issuance of final grant payment. Any additional costs incurred by the grantee in order to meet permit requirements, or to bring the project into compliance after a grant is approved, will be the responsibility of the grantee.

MICHIGAN INVASIVE SPECIES GRANT PROGRAM RECOGNITION

Grantees are expected to include recognition of assistance received from the MISGP in any promotional or informational materials produced about the project. Examples of these materials include descriptions of the project in newsletters, informational flyers or press releases regarding the project. In addition, signs giving credit to the MISGP are expected, wherever appropriate. Reasonable costs for signs are reimbursable through the grant if itemized in the approved project budget.

The following language is suggested for signs and written materials:

*This project was funded in part with funds from the
Michigan Invasive Species Grant Program through the
Departments of Natural Resources, Environmental Quality,
and Agriculture and Rural Development*

The grantee should include a copy of written materials or photographs of signs that include program recognition language in the final project report.

PAYMENT OF GRANT FUNDS

Payment Request Form

A project agreement must be executed before a grantee can receive any grant funds. The grantee is required to complete a MISGP Program Reimbursement Request (PR5757-1) and submit it to DNR's MISGP Program Manager. Be sure to show all costs for the project to be covered by grant funds as well as the value of local match provided during the same time period. Provide documentation of all expenditures with the payment request form, as explained below.

Documentation Requirements for Project Work Being Done on Lands not Owned by Grantee

Prior to conducting any work, the following information must be obtained by the applicant and retained in their records. Upon any future audit, the documentation should be available for inspection. The Grantee must obtain the following:

Privately Owned Land:

- ❖ A deed or most recent property tax statement showing landowner name and legal description or a signed affidavit signifying ownership.
- ❖ A copy of landowner(s) consent letter stating that they own the property and authorize the work being done.

Publicly Owned Land:

- ❖ A copy of consent letter, signed by an authorized representative of the Governmental unit stating that the land is owned by them and that they authorize the work being done.

Advance Payment

The grantee may request in writing up to 25% of the approved grant amount after a project agreement has been executed for the approved project.

Expenditure Documentation Requirements

The grantee is required to keep records of all expenditures including invoices and receipts as well as documentation of force account and labor donated contributions. This requirement applies to all project elements. The final 10% of reimbursable expenditures will be held by DNR until the final audit is completed.

The following documentation must be included with each request for reimbursement, as applicable:

Payment to Vendors, Suppliers, Contractors:

1. List of all cash or check payments, indicating all of the following:
 - Description of the item purchased and from whom;
 - The amount of the payment; and
2. Copy of the invoice from vendor or supplier.
3. Copy of front and back of cancelled check(s) or a copy of the front of check and copy of the bank statement showing the check cleared the bank.
4. Provide a copy of the receipt for purchases or payment for services made in cash. Payments made in cash shall not exceed \$100.
5. Credit card information:
 - ❖ Copy of the invoice
 - ❖ Copy of the cancelled check
 - ❖ Copy of the credit card statement

Reporting Force Account Labor and Equipment

Salaries and Wages:

If the grantee is using their own employees to implement all or part of the project funded (force account labor), the following information must be submitted with the request for reimbursement:

1. A list which includes the following (see Exhibit B):
 - a. The name(s) of the employee(s)
 - b. The dates worked
 - c. The hourly pay rate
 - d. Number of hours worked
 - e. Total amount paid
 - f. The employees' classification/title and annual salary
2. Copies of time sheets for the pay periods indicated.
3. If you include fringe benefits, provide the rate used to determine the fringe benefit for each employee (for example, social security rate equals 7.65 percent of gross salary). Fringe benefits include only what is paid by the local unit on behalf of the employee (see Exhibit B).

Exhibit B. Report of Force Account Payroll

Salary: Payroll ending 08-05-90:

Name	Classification	Annual Salary	Hours Worked on Project/ Hourly Rate	Salary Costs Charged To Project
<i>Blair, John</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Bratonia, Steve</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Kennedy, Mike</i>	<i>Apprentice Lineman</i>	<i>\$19,600/yr</i>	<i>5 hrs. @ \$ 9.46 =</i>	<i>\$ 47.30</i>
TOTAL SALARIES				\$199.94

Fringe Benefits:

Benefit	Rate Used to Determine Benefit	Total Amount Charged to Project
<i>Social Security</i>	<i>7.65% of gross pay</i>	<i>\$XXXX</i>
<i>Retirement</i>	<i>XXXX</i>	<i>\$XXXX</i>
<i>Health Insurance</i>	<i>XXXX</i>	<i>\$XXXX</i>
TOTAL FRINGE BENEFITS		\$XXXX

Equipment:

If the grantee uses equipment they own, the following information must be submitted (see Exhibit C):

1. Date(s) of use
2. Equipment number, if applicable
3. Type of equipment
4. The Michigan Department of Transportation equipment number. The MDOT equipment number can be obtained from the MDOT *Equipment Rental Rates, Schedule C, Report 375* booklet for the year in which the equipment was used. (This booklet can be obtained from the Michigan Department of Transportation, Maintenance Division, 6333 Old Lansing Road, Lansing, MI 48917; 517-322-3303)
5. The rate charged for the equipment. Reimbursement for equipment usage will not exceed the rates published in the MDOT Equipment Rental Rates booklet
6. The number of hours used
7. The total cost for the equipment

Exhibit C: Report of Equipment Usage

Date	Grantee's Equipment Number	Equipment Type	Hourly Rate	Hours	Total Charged to Project	MDOT#
<i>June 3, 2004</i>	<i>3</i>	<i>1994 Dodge Pickup</i>	<i>\$7.49</i>	<i>2</i>	<i>\$ 14.98</i>	<i>12.300 96.006</i>
<i>June 3, 2004</i>	<i>18</i>	<i>1989 Hough Front End Loader</i>	<i>\$41.90</i>	<i>4</i>	<i>\$167.60</i>	<i>47.405 96.006</i>
<i>June 3-5, 2004</i>	<i>20</i>	<i>International Backhoe</i>	<i>\$36.96</i>	<i>5</i>	<i>\$184.80</i>	<i>70.103 85.303 70.500</i>
<i>June 3-5, 2004</i>	<i>31</i>	<i>1990 Hough Front End Loader</i>	<i>\$41.90</i>	<i>8</i>	<i>\$335.20</i>	<i>47.405 96.006</i>
<i>June 3-5, 2004</i>	<i>36</i>	<i>1991 Ford Dump Truck</i>	<i>\$17.88</i>	<i>4</i>	<i>\$71.52</i>	<i>12.304</i>
TOTAL EQUIPMENT					\$774.10	

Documenting Donations

Specific procedures for placing the value on donations from private organizations and individuals are set forth below:

1. **Valuation of Volunteer Services:** Volunteer services may be furnished by professional and technical personnel, consultants and other skilled and unskilled labor. Each hour of volunteered service may be counted as match if the service is an integral and necessary part of the project. Records of volunteer services submitted with a reimbursement request must include time sheets containing the signatures of the person whose time is contributed and of the supervisor verifying that the record is accurate.
Volunteer time must be valued at minimum wage unless the person is professionally skilled in the work being performed on the project (i.e., a plumber doing work on pipes, a mason doing work on a brick building). When a professional is volunteering professional services, the wage rate this individual is normally paid for performing this service may be charged to the project.
2. **Valuation of Materials:** Prices assessed to donated materials should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of material donations included with a reimbursement request must indicate the fair market value by listing comparable prices and vendors.
3. **Valuation of Donated Equipment:** The hourly rate for donated equipment used on a project shall not exceed its fair-rental value. Hourly rates in the annual edition of *Rental Compilation*, *Rental Rate Guide*, or similar publications that provide the national or regional average rates for construction equipment may be used. Such publications are usually available from contractor associations. Records of equipment donations included with a reimbursement request must include schedules showing the hours and dates of use and the signature of the operator of the equipment, similar to Exhibit C.

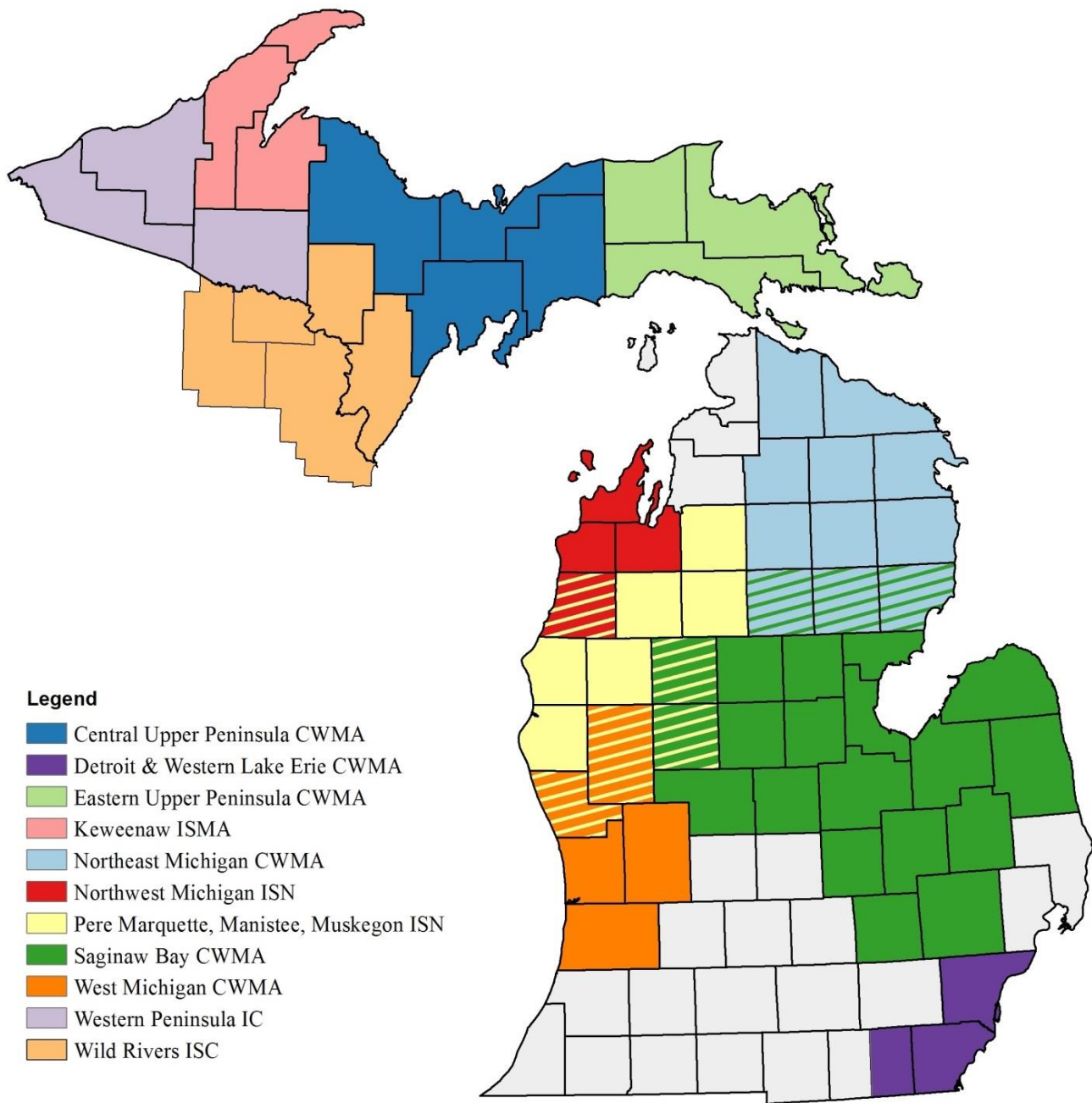
PROJECT COMPLETION, AND FINAL REPORT

Upon completion of the project, and before final payment will be released, the grantee must submit a final report that includes all of the following:

1. Reimbursement Request (PR5757-1) for remainder of project expenses. When combined with previous payment requests, includes documentation of the total project cost (grant and match) as listed under “Expenditure Documentation Requirements.”
2. Narrative report that includes the following information:
 - Concise summary of the steps taken to complete the project
 - Concise summary of the final project scope
 - Statement signed by the grantee that the project has been completed according to the work plan and budget approved by the DNR
 - Copy of certificates of compliance with local building codes, if applicable
 - Concise summary of any post-completion activities to be carried out by the grantee (Note: Grantees are responsible for any on-going efforts needed to operate or maintain the project after it is completed. The final report must describe how the project will be maintained.)
3. Copies of written materials and/or photograph of program recognition sign that includes program recognition language (if applicable).

The grantee is required to submit the final report to the DNR MISGP Program Manager within sixty (60) days following project completion or no later than 60 days following the end of the grant period. The DNR may conduct a final inspection to ensure that the project was completed according to the approved work plan and budget. Any discrepancies in the project or compliance issues noted at the inspection must be remedied by the grantee before the final payment is made. The cost of any remedial action required of the grantee may be the sole financial responsibility of the grantee. Once the final report has been reviewed and approved by the DNR MISGP Program Manager, the request for final payment will be processed.

APPENDIX A: MICHIGAN COOPERATIVE INVASIVE SPECIES MANAGEMENT AREAS (CISMAs)



Note: CISMAs include CWMAs, ISNs, ISCs, and ICs.

CWMA: Cooperative Weed Management Area
 ISMA: Invasive Species Management Area
 ISN: Invasive Species Network
 ISC: Invasive Species Coalition
 IC: Invasive Coalition

Updated October 2014
 Michigan Invasive Species Coalition

APPENDIX B:

Examples of Key Strategic and Planning Documents for Consideration in Invasive Species Management and Control

This list is meant to be informative and not an exclusive list. Other plans may also be used, but staff reviewers must have access to the plans that are referenced in the proposal.

[Michigan Aquatic Invasive Species State Management Plan](#)

[Great Lakes Restoration Initiative Action Plan](#)

[MI Great Lakes Plan: Our Path to Protect, Restore, and Sustain Michigan's Natural Treasures](#)

Michigan Lakewide Management Plans:

[Lake Erie](#)

[Lake Huron](#)

[Lake Michigan](#)

[Lake Ontario](#)

[Lake Superior](#)

[National Invasive Species Council Invasive Species Management Plan](#)

[Michigan Asian Carps Management Plan](#)

**APPENDIX C:
DNR/DEQ/DARD STAFF AVAILABLE FOR
QUESTIONS REGARDING INVASIVE SPECIES GRANTS**

General Grant Administration

Kammy Frayre, DNR, frayrek1@michigan.gov, (517) 284-5970

Focus Area 1. Regional Cooperative Prevention, Detection, Eradication, and Control

Sue Tangora, DNR, tangoras@michigan.gov, (517) 284-6223

Kile Kucher, DNR, kucherk@michigan.gov, (517) 641-4903, ext 243

Sarah LeSage, DEQ, lesages@michigan.gov (517) 284-5472

Focus Area 2. Integrated and novel approaches towards treating Eurasian water milfoil and other aquatic invasive plant species in Michigan lakes and waterways

Tammy Newcomb, DNR, newcombt@michigan.gov (517) 284-5832

Sarah Lesage, DEQ, lesages@michigan.gov (517) 284-5472

Focus Area 3. Reduction of forest disease incidence and transfer

Ron Murray, DNR, murrayr@michigan.gov, (517) 284-5886

Sue Tangora, DNR, tangoras@michigan.gov, (517) 284-6223

Focus Area 4. Prevention of new forest invaders

Ron Murray, DNR, murrayr@michigan.gov, (517) 284-5886

John Bedford, DARD, bedfordj@michigan.gov, (517) 284-5650

Focus Area 5. Enhancing public reporting, species identification, and documentation of treatment histories for aquatic and terrestrial invasive species in Michigan

Tammy Newcomb, DNR, newcombt@michigan.gov (517) 284-5832

Focus Area 6. Other projects

Tammy Newcomb, DNR, newcombt@michigan.gov (517) 284-5832

Sarah Lesage, DEQ, lesages@michigan.gov (517) 284-5472

APPENDIX D: NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL



Michigan Department of Natural Resources - Grants Management

NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL

This information is required by Authority of Act 299, P.A. 1980 as amended, for reimbursement of project costs.

GRANTEE:	PROJECT NO:	PROJECT NAME:
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COMPLETE SECTIONS A. AND B. BELOW, AS APPLICABLE TO YOUR PROJECT

SECTION A

I propose to award contracts to the following contractors, after DNR concurrence with this proposed selection and in accordance with the procedures specified in the *Development Project Procedures booklet* (IC1912).

Attached is a copy of the bid or quote tabulation.

Contractor/Vendor	Contract Amount	Project Scope Item	Proposed Award Date
1.	\$		
2.	\$		
3.	\$		
4.	\$		

SECTION B

Please check all that apply:

Fewer than three bids or quotes were received; attached to this Notification is written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.

I propose to award the bid to the second lowest bidder, upon concurrence by the DNR; attached to this Notification is written justification for rejecting the lowest bid.

CERTIFICATION

I hereby certify that the contractor(s)/vendor(s) listed in A. above was chosen for selection according to the procedures outlined in the Development Project Procedures booklet and the Project Agreement. In accordance with those procedures, I have reviewed the qualifications of the recommended bidder, have accurately calculated the total bid price, and assert that the bidding was conducted as put forth in the specifications and bid documents approved earlier. Further documentation of the contractor selection process will be provided upon request.

Grantee's Signature (REQUIRED)

Date

Return this completed notification along with all required attachments to:

**Grants Management
Michigan Department of Natural Resources
PO Box 30425
Lansing MI 48909-7925**

***Upon concurrence by DNR,
a copy of this approved
notification will be returned
to the Grantee***

FOR DNR USE ONLY

The Michigan Department of Natural Resources concurs with your recommendation to award the contract to the bidder(s) as specified in A. above

DNR Grant Coordinator

Date